

Staff,

Safety training for the 2nd quarter has been added as required training for all MLS Employees through the Metro U LMS. This quarter's training consists of two readings and an online course. **All trainings must be completed by Friday, June 20.**

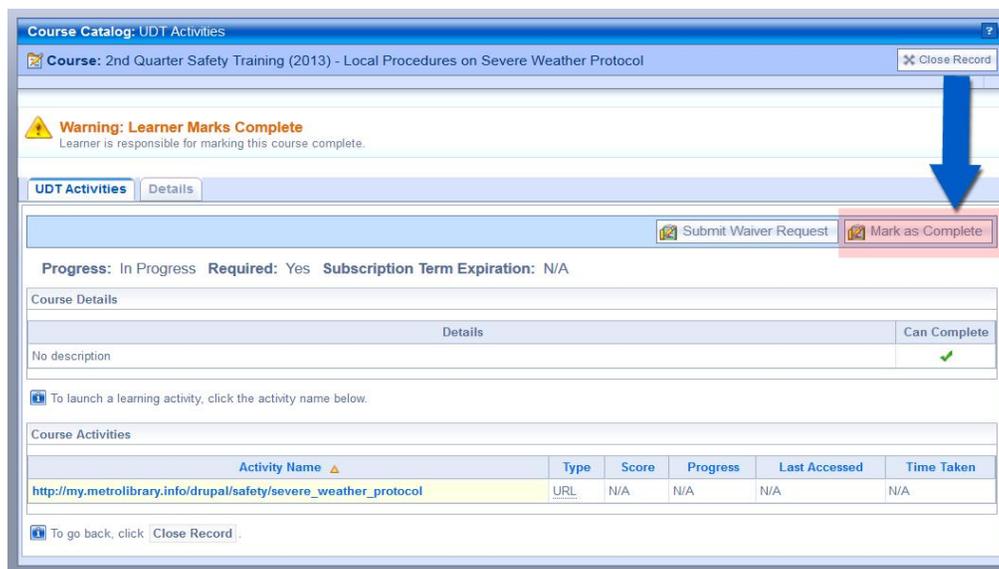
Employees must complete the following trainings to receive credit for 2nd quarter safety training. Trainings must be completed in this exact order.

1. [Local Procedures – Severe Weather Protocol](#) (click link for reading)
2. [Tornado Evacuation Procedures](#) (click link for reading)
3. Emergency & Disaster Evacuation Procedures (online course – must log into [Metro U LMS](#))

Please note that both readings (Local Procedures - Severe Weather Protocol and Tornado Evacuation Procedures) must be marked complete before attempting the online course over Emergency & Disaster Preparedness Training.

Once you have completed the readings, you will need to log into your Metro U LMS account and mark yourself complete.

When you are logged into the LMS, you will click on the “My Required Learning” icon (the black pen picture) and select the radio button next to “2nd Quarter Safety Training– Local Procedures on Severe Weather Protocol” and then select OPEN. When the course/reading info is displayed you will get a “Mark Complete” icon at the upper right side of that box – click it. The system should tell you that the mark complete is successful. Repeat the steps for the reading on Tornado Evacuation Procedures. See the screenshot below for guidance.



The screenshot shows the 'Course Catalog: UDT Activities' window. The course title is 'Course: 2nd Quarter Safety Training (2013) - Local Procedures on Severe Weather Protocol'. A warning message states: 'Warning: Learner Marks Complete. Learner is responsible for marking this course complete.' Below this, there are two buttons: 'Submit Waiver Request' and 'Mark as Complete'. The 'Mark as Complete' button is highlighted with a red box, and a blue arrow points to it from the right. Below the buttons, the course progress is shown as 'In Progress', 'Required: Yes', and 'Subscription Term Expiration: N/A'. The 'Course Details' section shows 'No description' and a 'Can Complete' checkbox with a green checkmark. The 'Course Activities' section contains a table with one row:

Activity Name	Type	Score	Progress	Last Accessed	Time Taken
http://my.metrolibrary.info/drupal/safety/severe_weather_protocol	URL	N/A	N/A	N/A	N/A

At the bottom, there is a 'Close Record' button.

After marking complete both readings you may attempt the online course under “My Required Learning.”

Please make sure the MLS Filter Switch is turned off before attempting the online course. You should find the filter switch icon (looks like a traffic signal) in the taskbar of your desktop. Please refer to the screenshot below for guidance.

- 1) Locate the MLS filter switch in the desktop taskbar and click
- 2) Click “Filter Off”

When you complete the online course, it will be removed for your “My Required Learning” and will be reflected in your Learning Transcript of completed courses.

